



130 MANILLA STREET, MANILLA NSW 2346
PH. 02 6785 1704 FAX. 02 6785 2121
EMAIL: propertygmt@purtleplevey.com.au

Application for Tenancy

In order to process this application all questions must be answered fully. The completion of this application is not an acceptance. Failure to fully complete this application may result in the application not being processed.

Date: _____ Property applying for: _____

I/We the said applicant/s declare that all the information contained in this application is true and correct, and the information is provided of my/our own freewill. I/We further authorise the agent to contact any of the referees or references supplied by me/us in this application for verification of the details provided.

I/We declare the following:

- 1) I/We have inspected the above property on the _____ day of _____ 20_____
- 2) I/We wish to apply to rent the above property for a period of _____ months commencing on ____/____/____
- 3) I/We agree that the rent is \$_____per week/fortnight/month and the rental bond is \$_____
- 4) I/We the applicant/s declare that I/We am/are not bankrupt and that I/We have not entered into any scheme or arrangement for payment of monies to any creditors. I/We further declare that I/We am/are not paying off any previous rental debt.
- 5) I/We authorise the agent to access and check any information that may be listed on me/us in the TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available.
- 6) I/We agree and understand that in the event of this application being rejected there is no requirement at law for the agent to disclose to me/us any reason for such rejection. I/We also agree that I/we will not raise any objection for not being provided a reason for any rejection of this application.
- 7) I/We agree and understand that in the event of this application being approved by the agent, the agent may report any defaults that may occur from time to time in the tenancy with TICA DEFAULT TENANCY DATABASE and any other tenancy database which may be available. I/We understand that in the event of a default being reported to TICA DEFAULT TENANCY DATABASE or any other tenancy database, the removal of such information is subject to the guidelines of the database companies.
- 8) I/We agree and understand that in the event of this application being approved all initial monies will be paid to the agent by CASH.
- 9) I/We agree that no keys for the property will be provided by the Agent to me/us until such time as all monies owed are paid in full in accordance with clause 8 above.
- 10) I/We agree that //We will abide by the policies of the office of the agent as may be provided to me/us in relation to this tenancy.
- 11) I/We agree to allow the agent to photocopy the information supplied by me/us for their records.
- 12) I/We agree that upon communication of acceptance of this application by the landlord or his agent that this tenancy shall be binding on both the landlord and the tenant. I/We further agree that I/We will sign the tenancy agreement, and be bound by the terms and conditions of the Tenancy Agreement.

Applicant/s signature

Agents Signature

Applicants Name & Details

Applicant 1)

Surname: _____ Given Names: _____

D.O.B: _____ D/L: _____ State: _____

Passport: _____ Last Suburb: _____

Email: _____

Applicant 2)

Surname: _____ Given Names: _____

D.O.B: _____ D/L: _____ State: _____

Passport: _____ Last Suburb: _____

Email: _____

Applicant 3)

Surname: _____ Given Names: _____

D.O.B: _____ D/L: _____ State: _____

Passport: _____ Last Suburb: _____

Email: _____

Applicant 4)

Surname: _____ Given Names: _____

D.O.B: _____ D/L: _____ State: _____

Passport: _____ Last Suburb: _____

Email: _____

The following questions must be answered

1) Has your tenancy ever been terminated by a Landlord or Agent? Y / N

If yes give details: _____

2) Have you ever been refused a property by any Landlord or Agent? Y / N

If yes give details: _____

3) Are you in debt to another Landlord or Agent? Y / N

If yes give details: _____

4) Have any deductions ever been made from your rental bond? Y / N

If yes give details: _____

5) Is there any reason known to you that would effect your future rental payments? Y / N

If yes give details: _____

6) I acknowledge that the landlord and landlords agent will rely on the truth of the above answers in assessing the application for tenancy.

Name: _____

Applicant/s Personal Details

This page is to be completed by each adult

Contact Numbers (H) _____ (W) _____ (M) _____

Number of Occupants: Adults _____ Children _____ Ages _____

Type of Vehicle: _____ Rego: _____ Owned or Financed _____

Occupation: _____ Employer: _____

Address: _____ Phone: _____ Income: \$ _____

Period of Employment: _____ Contact: _____

Previous Employer: _____ Period: _____

Address: _____ Phone: _____ Contact: _____

Additional income or benefits received: _____ Amount: \$ _____

Pets owned _____ Breed: _____ Registered: _____

Present address: _____

Period of occupancy: _____ Rent Paid: \$ _____ PW

Reason for leaving: _____

Agent/Landlord: _____ Phone: _____

Previous Address: _____

Period of occupancy: _____ Rent Paid: \$ _____ Bond refunded? Y / N

Reason for leaving: _____

Agent/ Landlord: _____ Phone: _____

Person to contact in emergency: _____

Address: _____ Phone: _____

Nearest relative not living with you _____

Relationship: _____ Phone: _____ Address: _____

If self-employed evidence will be required such as Tax or Annual Returns, please advise of details:

Company or Business name: _____

Address: _____ Lessor/Agent: _____

ACN or business registration number: _____ Date formed: _____

Accountant: _____ Contact: _____

Address: _____ Phone: _____

Name: _____

Applicant/s Personal Details

This page is to be completed by each adult

Contact Numbers (H) _____ (W) _____ (M) _____

Number of Occupants: Adults _____ Children _____ Ages _____

Type of Vehicle: _____ Rego: _____ Owned or Financed _____

Occupation: _____ Employer: _____

Address: _____ Phone: _____ Income: \$ _____

Period of Employment: _____ Contact: _____

Previous Employer: _____ Period: _____

Address: _____ Phone: _____ Contact: _____

Additional income or benefits received: _____ Amount: \$ _____

Pets owned _____ Breed: _____ Registered: _____

Present address: _____

Period of occupancy: _____ Rent Paid: \$ _____ PW

Reason for leaving: _____

Agent/Landlord: _____ Phone: _____

Previous Address: _____

Period of occupancy: _____ Rent Paid: \$ _____ Bond refunded? Y / N

Reason for leaving: _____

Agent/ Landlord: _____ Phone: _____

Person to contact in emergency: _____

Address: _____ Phone: _____

Nearest relative not living with you _____

Relationship: _____ Phone: _____ Address: _____

If self-employed evidence will be required such as Tax or Annual Returns, please advise of details:

Company or Business name: _____

Address: _____ Lessor/Agent: _____

ACN or business registration number: _____ Date formed: _____

Accountant: _____ Contact: _____

Address: _____ Phone: _____

Rental Reference Check

In accordance with the Privacy Act, I/we the undersigned authorize the recipient of this email to give information to PURTLE PLEVEY AGENCIES PTY LTD, Manilla, regarding my/our rental history.
I/we understand this information will be used to assess my/our application to lease.

Applicant/s Name:.....

Property Address:

.....

Period of Tenancy: From To: Rent Paid per week:

Name of Managing Agent/Agency:Agent Contact Name:

Phone Number Owner/Agent: Agent/Owner.....

Signature of Applicant/s Dated.....

Please complete the above information and return with your application.

Our office will email this to your agent to request a rental reference. Please do not complete the lower section.

.....
Dear Agent,

*Please complete and return by email to **PURTLE PLEVEY AGENCIES, Manilla***

Email: propertymgmt@purtleplevey.com.au

Name & position of Agents' representative:

How long at the above property:

How much rent did they pay: Were Lawns and Gardens kept in good order: YES/NO.....

Has the tenant ever said anything negative about your agency on social media: YES/NO

Was the tenant co-operative: YES/NO Were there any periodic inspections: YES/NO.....

Results of periodic inspections:

.....

.....

Did they have pets: (if yes- what kind/was any damage caused to the yard/house).....

.....

Were any notices ever issued for breach of the Tenancy Agreement. If yes, details:

.....

.....

Do you know why they left/leaving:

Was the Bond refunded, if no give details: YES/NO, details.....

Would you rent to them again: YES/NO, comment.....

Signature of Agent/Owner

PLEASE ATTACH THE TENANT LEDGER WITH EMAIL. Thank you for your co-operation.

Privacy Act Acknowledgement for Tenants

In accordance with privacy principle 1.3 of the privacy act we require you to read and sign this acknowledgment. In order to process a tenancy application a tenancy applicant is required under the national Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information when it is passed onto an agent.

In accordance with the National Privacy Principals the database member discloses that in addition to information being supplied to a database company other organisations may receive information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords and agents.

I/We the said applicant/s declare that I/We give my/our permission to the agent to collect my/our information and pass such information onto TICA Default Tenancy Controls Pty Ltd. I/We further give my/our permission for my/our information to be provided to any other tenancy database for the assessment of my/our tenancy application. I/We further give consent to the member of the Database Company to contact any of my/our referees provided by me/us in my/our tenancy application.

I/We agree and understand that once a tenancy application has been lodged with a member of a tenancy database my/our information may be recorded as making an inquiry.

I/We agree that in the event of a default occurring under a tenancy agreement I/We give my/our permission to the member of a Tenancy database to register any of my details of such breach with a tenancy database. I/We further agree and understand that the removal of such information from a database company is subject to the conditions of the Database Company.

I/We understand that TICA Default Tenancy Control Pty Ltd is a database company that allows its members access to information accumulated from members about tenants who have breached their tenancy agreements.

I/We agree and understand that should I fail to provide the database member with the information and acknowledgments required the database member may elect not to proceed with my/our tenancy application. I/We agree and understand that a listing with TICA Default Tenancy Control Pty Ltd could have an adverse effect on my/our ability to obtain future rental accommodation.

I/We acknowledge and understand that TICA Default Tenancy Control Pty Ltd can be contacted on 1900 222 0346. I/We agree that the calls to TICA Default Tenancy Control Pty Ltd are charged at \$5.45 per minute inclusive of GST.

Applicants Name/s: _____

Signed by member: _____ Signed by applicant/s: _____

Dated: _____

Notice to all Tenancy Applicants

100 point identification

Prior to any tenancy application being considered each applicant is required to produce sufficient identification which totals 100 points. Should you have difficulties in providing this identification please advise us prior to completing.

| | |
|---------------------------------|---------------|
| Drivers Licence | 30 Points* |
| Passport | 30 Points* |
| Proof of Age Card | 30 Points* |
| Tenancy History Ledger | 20 Points |
| Previous Tenancy Agreement | 20 Points |
| Previous Four (4) Rent Receipts | 20 Points |
| Rental Bond Receipt | 20 Points |
| Pay Advice | 15 Points |
| Motor Vehicle Registration | 15 Points |
| Telephone Account | 15 Points |
| Electricity Account | 15 Points |
| Gas Account | 15 Points |
| Bank or Credit Card Statement | 15Points each |
| Pension Card | 15 Points |
| Council or Water Rates | 15 Points |
| Health Care Card | 15 Points |
| Medicare Card | 10 Points |
| Birth Certificate | 10 Points |

Please note that you must have at least one (1) of the items listed with *

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